



## Maplewood Richmond Heights School District

2531 S Big Bend

St. Louis, MO 63143

(314)644-4400 Fax: (314)781-3160

### Employment Opportunity for the 2025-2026 School Year

#### Director of Finance and Business Services

**Supervisor:** Superintendent

**Primary Responsibilities:** Principal responsibility is to manage the District's financial operations and annual budget preparation. Establish the finance and accounting policies and procedures for the District. Supervises, plans, and directs the non-instructional operations of the District.

#### Qualifications/Experience:

Five years of successful experience as a financial officer in a school district or related organization. Experience in a Pre K to 12 school setting is strongly preferred. A Certified Public Accountant and Certified Administrator of School Finance and Operations is preferred.

#### Terms of Employment:

Full-time, Twelve-month employee

#### Essential Functions:

- Supervise and direct staff performing duties relating to all aspects of the finance and accounting functions of the District including budgeting, accounts payable, payroll and employee benefits and direct the implementation and interpretation of District policy and procedures relating to assigned areas.
- Develop and maintain systems of internal controls to safeguard financial assets of the District.
- Ensure adequate cash flow to meet the District's needs. Bids and implements depository agreement.
- Calculates the District's tax levy in compliance with statutory requirements.
- Serves as the District's Bond Compliance Officer. Coordinates and implements District bond activities including financing, investment, capital expenditures and continuing disclosure in compliance with federal tax and securities law requirements and directives.
- Oversee the coordination and activities of independent auditors and the preparation of the annual financial statements in accordance with Generally Accepted Accounting Principles, Statement on Auditing Standards, the Governmental Accounting Standards Board, the Missouri Department of Elementary and Secondary Education, and other federal and state entity regulations.
- Oversee the management and coordination of all fiscal reporting activities for the District including monthly Board reports, annual audit, state and federal reporting.

- Monitor compliance with State, Federal and local laws and regulations.
- Implements a systematic process for district budget development and monitors the efficient expenditure of funds.
- Supervises purchasing procedures ensuring that the district bid process, including vendor selection, is administered in compliance with state statutes and Board of Education policies.
- Oversee the inventory of all fixed assets ensuring all are in accordance with federal and state regulations, as well as the appropriate dispersal of district surplus property.
- Oversee District insurance plans and health care coverage analysis collaborating with the District's benefits committee as appropriate.
- Develop five-year financial and enrollment projections.
- Serves as the District trustee and oversees administration of the District's retirement trust.
- Manages the District's risk assessment.
- Serves as a District representative in salary discussions and employee relation issues with employee groups.
- Serves as liaison with the PTO regarding special projects and accounting inquiries. Also provides training for incoming treasurers.
- Serves on the For our Resources committee of the Board of Education.
- Monitors legislative issues as to how they affect school business.
- Represents the District in local, state and national professional organizations.
- Demonstrates commitment for professional development growth by attending educational seminars and conferences, doing personal research, reading related literature and actively sharing the information with others.
- Advocates and provides professional learning opportunities to stakeholders as related to the job functions of the position.
- (Attendance) - Regular daily attendance is required to oversee the District's financial control interests.
- (Mobility) - Requires travel to work sites within the District and community.
- (Reading) - Reviews and interprets printed reports to obtain information necessary for decision making, planning and management in assigned area(s).
- (Dexterity) - Operates computer software applications.
- (Writing) - Provides written procedures for plan preparation and implementation; develops information for written reports and correspondence to officials inside and outside the District.
- (Communicating) - Provides instruction to District employees; conducts individual or group meetings; provides oversight supervision and evaluation of assigned staff; communicates with employees, stakeholders, suppliers, etc. via telephone;
- (Sight) - Observes and evaluates employee performance; visually obtains information from computer monitor.
- Other duties as assigned

Any qualified person who would like to be considered as a candidate for this position should apply online at:

<https://www.applitrack.com/mrhschools/onlineapp/>

### **“Notice of Non-Discrimination”**

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and

retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent 2650 S Hanley Road Suite 300, St. Louis, MO 63144 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

**Posting: 04/18/2025**

**\*MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**